

SECRET

25X1



SUPPORT OFFICERS' MEETING

18 March 1964

DD/S Conference Room

1. Those present:

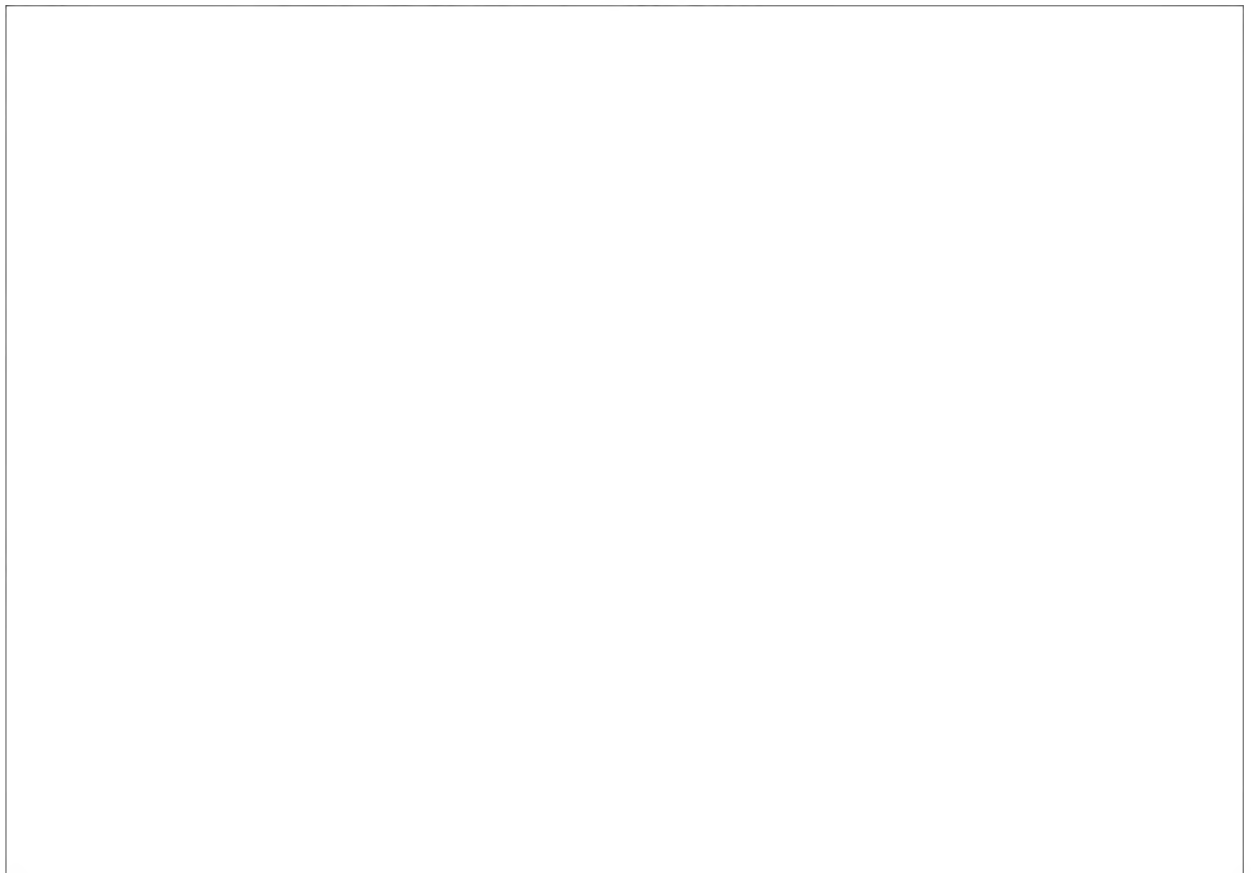
25X1



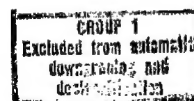
25X1

2. [Redacted] reported on the following topics:

25X1



SECRET



25 YEAR RE-REVIEW

d. The DCI and the DDCI are very concerned about the failure of supervisors to face up to their responsibilities. An action memorandum was sent to the Director of Personnel regarding Supervisory Responsibilities for Employee Performance and Behavior and copies were distributed to the Deputy Directors and to their component Chiefs. We have had a number of problem cases recently and the DDCI has concluded that the chain of command is not taking appropriate action when the cases come to their attention. The Director of Personnel is to advise the DDCI of individual cases coming to his attention, and to comment on supervisory weaknesses in handling these cases. A training course for supervisors is being developed which will last one hour, and attendance will probably be mandatory. *day*

25X1

e. [] has joined Mr. John Bross' staff as Deputy and is now being briefed by various components of the Agency. He was previously Vice Director of the Joint Chiefs of Staff.

f. At the DD/S Staff Meeting, the DD/S stated that the DDCI is very suspicious of safehouses and wonders whether we really need the number we are now maintaining.

25X1

g. WH Area Station Chiefs Conference will be held at [] on 16, 17 and 18 April rather than at [] as previously planned.

25X1

h. At the DD/P Staff Meeting it was announced that the DD/P will attempt to provide 85 on-duty employees for the summer and fall JOT Program rather than to recruit from outside. This action will conserve DD/P personnel ceiling. [] is screening eligible DD/P personnel to see if they can meet the 85 quota. Those slots which cannot be filled internally will be filled by outside recruitment. The criteria for selection will be GS-5 - GS-10, Age 23 - 33, Bachelors Degree or better and two years of Agency experience.

25X1

25X1

i. [] more or less requires attendance at the Americans Abroad Orientation Course for personnel being assigned overseas. The ADD/P has pointed out that 10 persons from DD/P had not attended in the past year and when he checked he found that there were reasons why they did not attend, but no real excuses. He urged that in the future all DD/P personnel be required to attend the course.

j. Mr. Helms has asked that when we have foreign visitors who want to see the White House, or who have any reason to call at the White House, the arrangements be made through [].

25X1

k. The Security Reorientation Course will begin on 15 April and will be held in the auditorium on Wednesday and Thursday of each week

SECRET

at 0930 to 1030 and 1400 to 1500 and will be mandatory for all employees. Component Training Officers will pass out IBM cards to all employees and these cards will be presented at the door when the employee attends the course.

25X1

25X1

25X1

25X1

m. The DD/S plans to travel to the WE and EE areas during April. He will arrive in [] on 19 April and participate in a Support Conference to be held in [] on 20 - 21 April. He has requested that any administrative items for conference discussion be submitted to him at an early date.

25X1

25X1

n. [] from the Office of Personnel has asked if there is a need for periodic reporting from the field on the number of dependents in each household or if this information is already available in the Area Divisions at Headquarters. [] stated that it is rather difficult to know at any given time how many persons there are in each household abroad since relatives of our employees occasionally travel abroad and in some cases spend considerable periods there. It was suggested that if this information is needed for evacuation purposes, it would be simpler to request it at the time it is needed. [] said, for example, that similar information in connection with the evacuation of [] was obtained from the Station in less than eight hours.

25X1

25X1

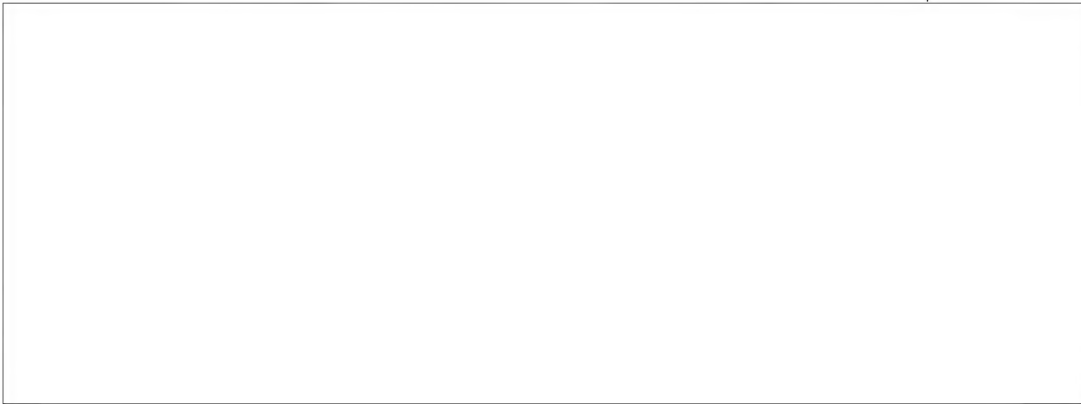
o. [] dated 9 March 1964, deals with the subject of Summer-Only Employment. The Agency will not have a summer employment program this year, however, the notice lists those Federal Agencies which plan to offer such employment opportunities.

25X1

SECRET

SECRET

25X1



4

SECRET